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on 3.2.86

18 April 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Preparation and Distribution of Administrative Plans

REFERENCE: Memo for Chiefs, DD/P Senior Staffs & Area Divisions,  
Attn: Chiefs of Support, dated 18 April 57, from  
SSA-DD/S, same subject.

Colonel White, DD/S, agrees but would like us to make an analysis and recommendation of the ones (copies) which we think can be eliminated and the reasons why each one could be eliminated and so recommend to him. However, he is willing for this to go out at the present time.

1/ 25X11A

SSA-DD/S

Distribution:

Original - Subject File, w/ref.  
1 - SSA-DD/S Chrono, w/ref.

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18 APR 1957

MEMORANDUM FOR: Chiefs of DD/P Senior Staffs and Area Divisions

ATTENTION: Chiefs of Support

SUBJECT: Preparation and Distribution of Administrative Plans.

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1. Paragraph 4.f. of [ ] dated 29 January 1957, places responsibility with the Senior Staff concerned with a project to make appropriate separate distributions of approved Project Outlines and Administrative Plans.

2. In order for the Senior Staffs to make appropriate distribution of the Administrative Plans, it is necessary that the Chiefs of Support in Area Divisions (or Senior Staff when a project is being operated by a Senior Staff) provide the Senior Staff with an original of the Administrative Plan plus sufficient copies to accomplish the following distribution:

- / Original, plus 1 copy - Finance Division
- 1 copy - Budget Division
- 1 copy - Audit Staff
- / 2 copies - [ ]
- (1 copy to be sent by CM to Vital Documents. If the project involved is [ ] 4 copies of the Admin. Plan should be sent to CM.)
- 1 copy - CI Staff
- 2 - 1 copy - Senior Staff concerned
- 3 - 5 copies - Area Division concerned
- 1 copy for each element which coordinated on the Admin. Plan

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3. In the preparation of the Administrative Plan, it is suggested that a single sheet of bond paper and a ditto master be placed in the typewriter together in order to produce in a single process an original (for approval by DD/P and DD/S or their designees) and sufficient copies for the required distribution. The ditto master should be run-off by the Division, and the resulting Administrative Plan copies, along with the original, submitted to the Senior Staff.

SSA-DD/S:CND/ms (17 April 57)

25X1

Distribution:

- 1 - Each Addressee (FI, PP, CI, PPC, TSS, IO, EE, FE, NEA, SE, SR, WE, WH) Special Support Assistant to the Deputy Director (Support)
- 1 - Chief, CM
- 1 - Chief, FD (Thru: Comptroller)
- 1 - PP [ ]
- 1 - OS (Attn: [ ])
- 1 - SSA-DD/S Chrono
- 1 - SSA-DD/S Subject ✓

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